



Town of Bluffton
Request for Proposals
New Building & Grounds Facility
Design/Build
RFP 2010-26

The Town of Bluffton is soliciting sealed proposals from experienced firms to provide design-build services for its proposed Building & Grounds facility. The proposed project facility will be constructed on an undeveloped site within Oscar Frazier Park area in the Town of Bluffton.

A mandatory pre-proposal conference is scheduled for November 9, 2009 at 1:00 pm. The conference will be held at Town Hall at 20 Bridge Street, Bluffton, South Carolina, 29910. An optional site visit will be conducted immediately thereafter.

Sealed proposals, including all necessary documents, are due by December 4, 2009 at 10:00 a.m. at Town Hall, P.O. Box 386, 20 Bridge Street, Bluffton, South Carolina, 29910 clearly marked as: **RFP 2010-26 – Building & Grounds**. Proposals will be opened at 10:05 the same day. Offerors should submit one (1) original and four (4) copies by the stated deadline.

Questions should be addressed to Tammy Malone at (843) 706-4534, emailed to tmalone@townofbluffton.com, or faxed to (843) 706-4575. Questions should be submitted in written form, and questions & answers will be posted on the Town's website at www.townofbluffton.com. The deadline for submission of questions by offerors shall be seven calendar days prior to the above-referenced proposal submission deadline.

SCOPE OF SERVICES

The scope of services envisioned in this project include the design and construction of a complete turn-key pre-engineered Building & Grounds facility including but not limited to civil/site improvements (e.g., grading, utilities, paving, parking lot, stormwater drainage, etc.), building exterior and interior build out, fencing, outside structures, landscape, and related improvements. Design documents and submittals must be approved by licensed professionals.

Attachment 1 is an area map indicating the proposed location of the project in an undeveloped section of the Oscar Frazier Park within the Town of Bluffton. Attachment 2 shows the proposed site layout along with the proposed driveway that intersects with Eighth Street. Attachment 3 shows a representative conceptual floor plan sketches and space functions (office, locker/meeting area, storage, equipment storage and maintenance, etc). Attachments 4a and 4b shows a representative architectural style and features for the proposed facility. Project description and features attachments 5a and 5b.

The proposed budget should include design and construction of this project, including civil/site work, utility connections, uplift and FF&E. Land cost is excluded from the budget.

DELIVERABLES

Deliverables shall include:

- All documentation, drawings, and calculations required for project approval in hard copy and electronic versions.
- Participate in presentations to required governmental and residential committees.
- Obtain all required federal, state and Town permits.
- Complete turnkey construction of the facility, parking lot, landscape and auxiliary items (fence, outdoor storage, etc.)

PROPOSAL SUBMITTALS

Proposals should contain:

- A cover letter
- Proposed team members (design, construction, building supplier, etc) that may be required for the development of a complete turn-key project.
- Owner references (minimum three) for work of a similar scope and nature.
- Detailed examples regarding experience with similar facilities.
- Proposed architectural style
- Proposed cost estimate and/or budgetary framework for project. (attached bid form)
- Proposed schedule for the project including design phase, approvals, construction and other relevant activities.
- Description of the local content proposed for the project, including information on the location of the team members.

All materials submitted shall become property of the Town of Bluffton.

EVALUATION CRITERIA

Proposals shall be evaluated on:

- Experience with similar facilities
- Proposed cost estimate and budgetary framework

- Proposed schedule
- Anticipated level of local content
- References

TOWN OF BLUFFTON RIGHTS

Proposals must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the submittal date.

The Town reserves the right to refuse any and all proposals and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your proposals, or to procure or contract for any articles of goods or services.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods or services.

Attachment 1: Proposed B&G site location (one sheet)

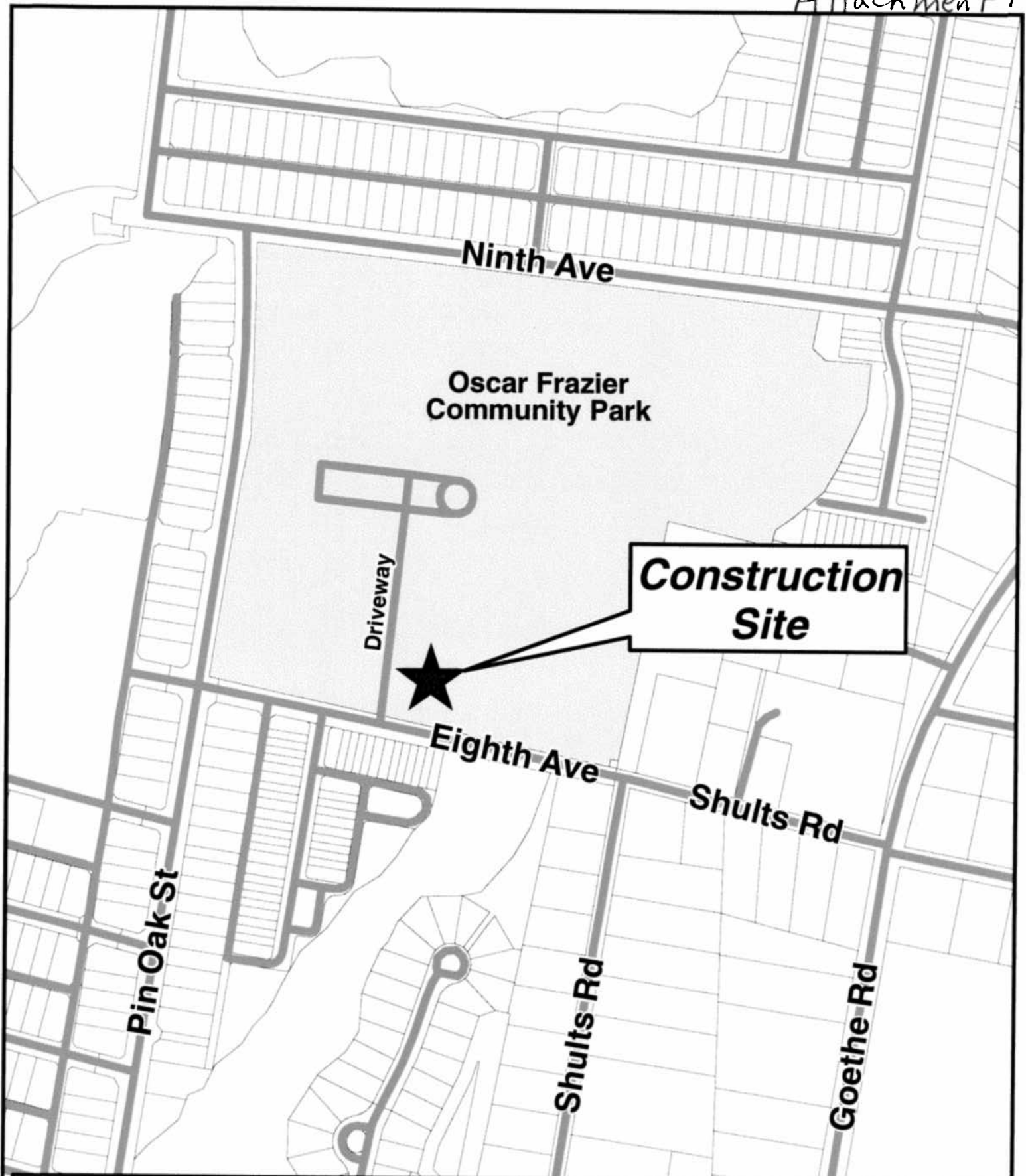
Attachment 2: Proposed site layout (one sheet)

Attachment 3: Conceptual floor plan/functions (one sheet)

Attachment 4: Representative architectural features (two sheets)

Attachment 5: Project Description and Features (two sheets)

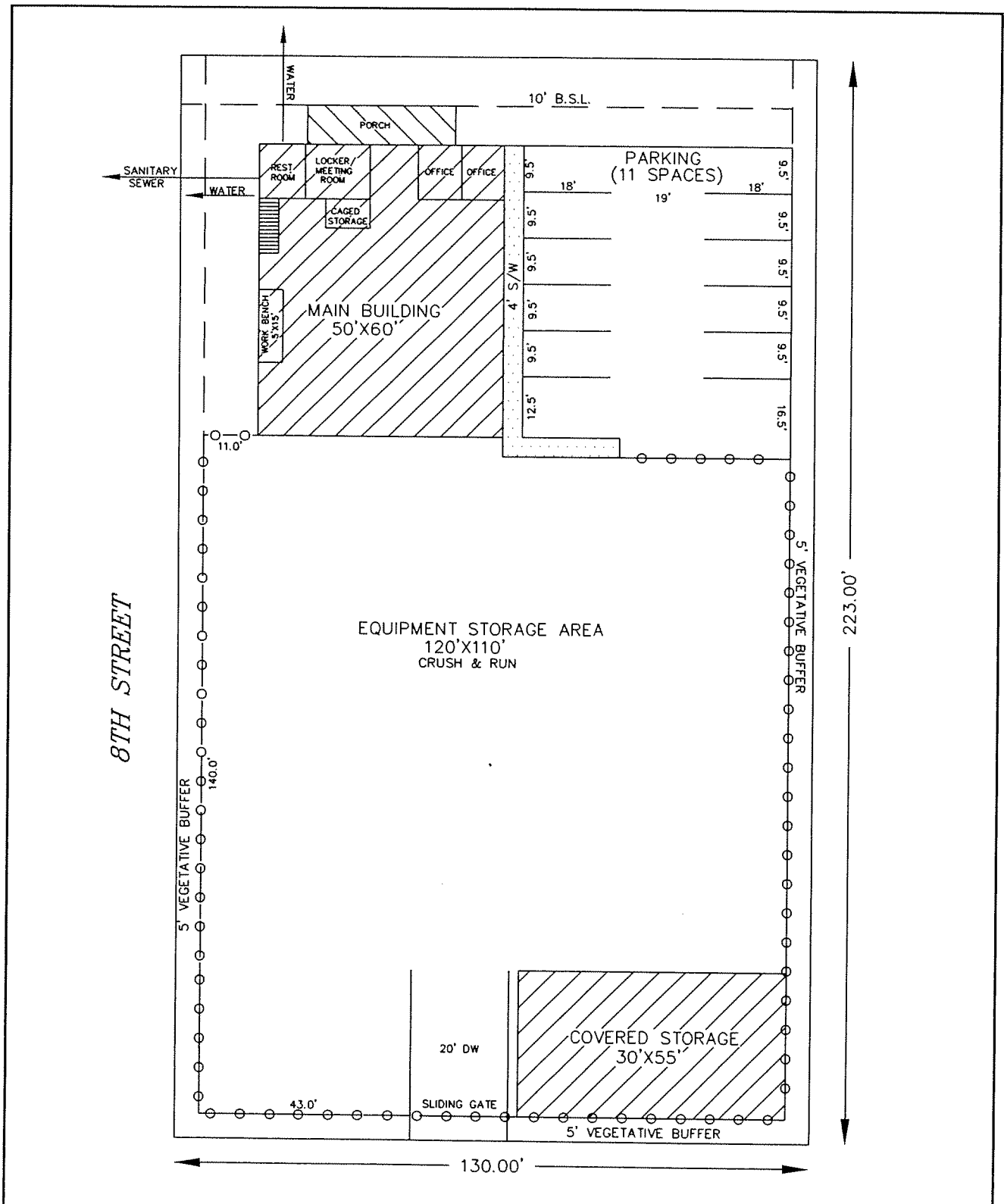
Attachment 6: Bid Form



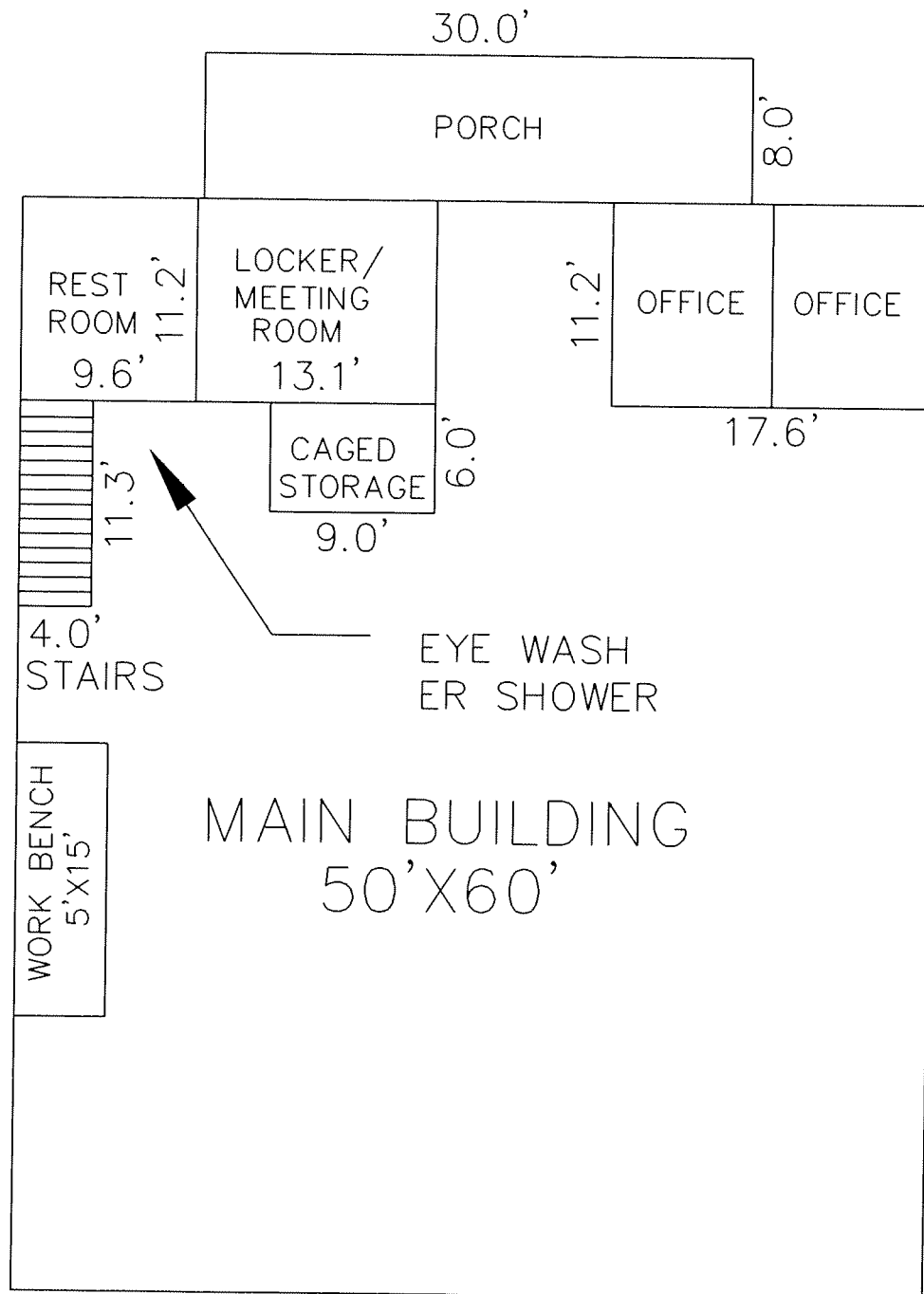
Town of Bluffton
Rotary Community Center at
Oscar Frazier Community Park

Location Map





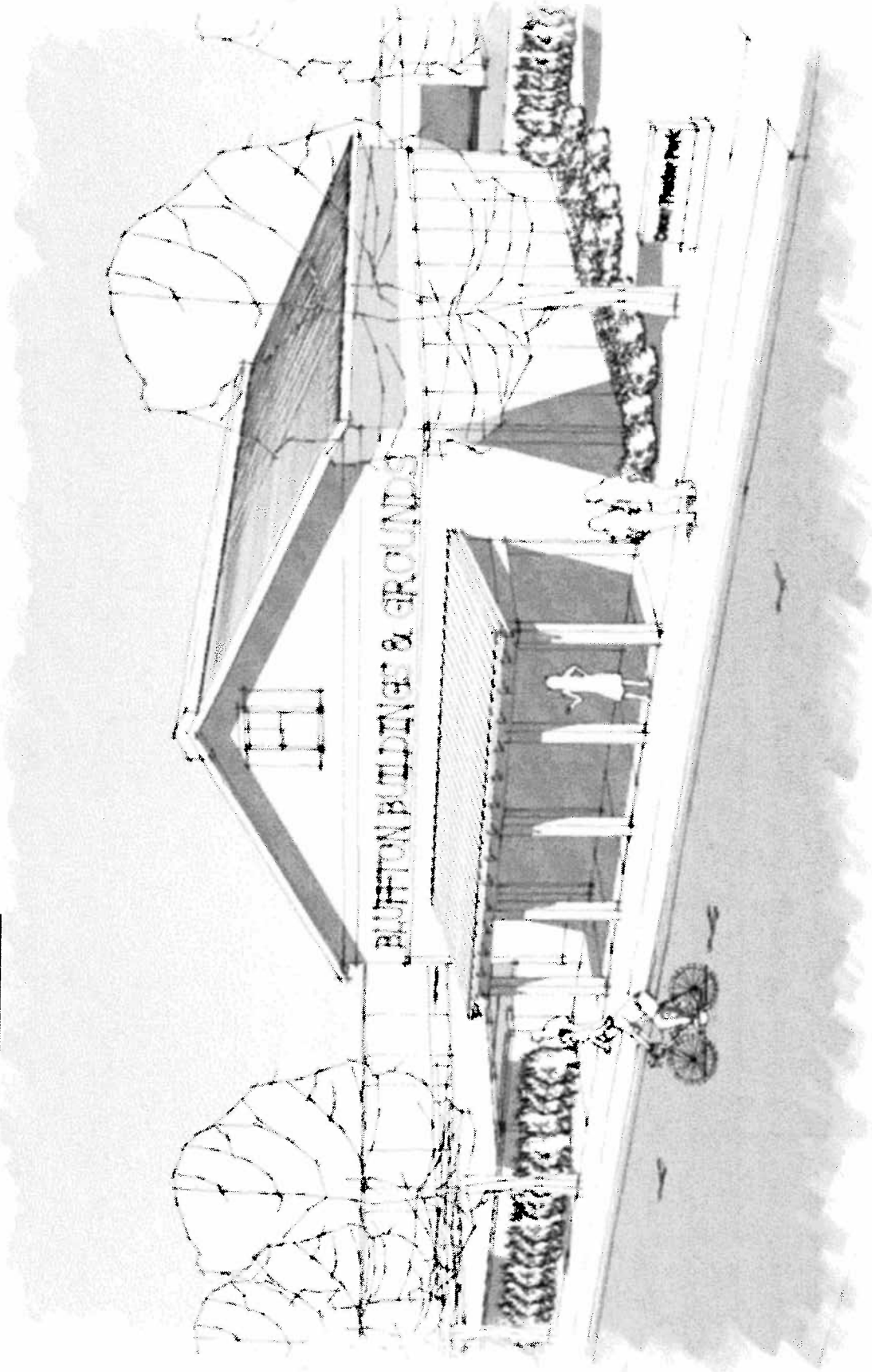
JOB NAME: TOWN OF BLUFFTON BUILDING & GROUND'S FACILITY (EXHIBIT)	DRAWN BY: W.J.S.	DRAWN BY: W.J.S.
	SCALE: 1"=30'	
	DATE: OCTOBER 27, 2009	
	JOB NUMBER: 09-060EX	SHEET 1 OF 1
T-SQUARE GROUP, INC.	PHONE: (843)-757-2650	
	FAX: (843)-757-5758	



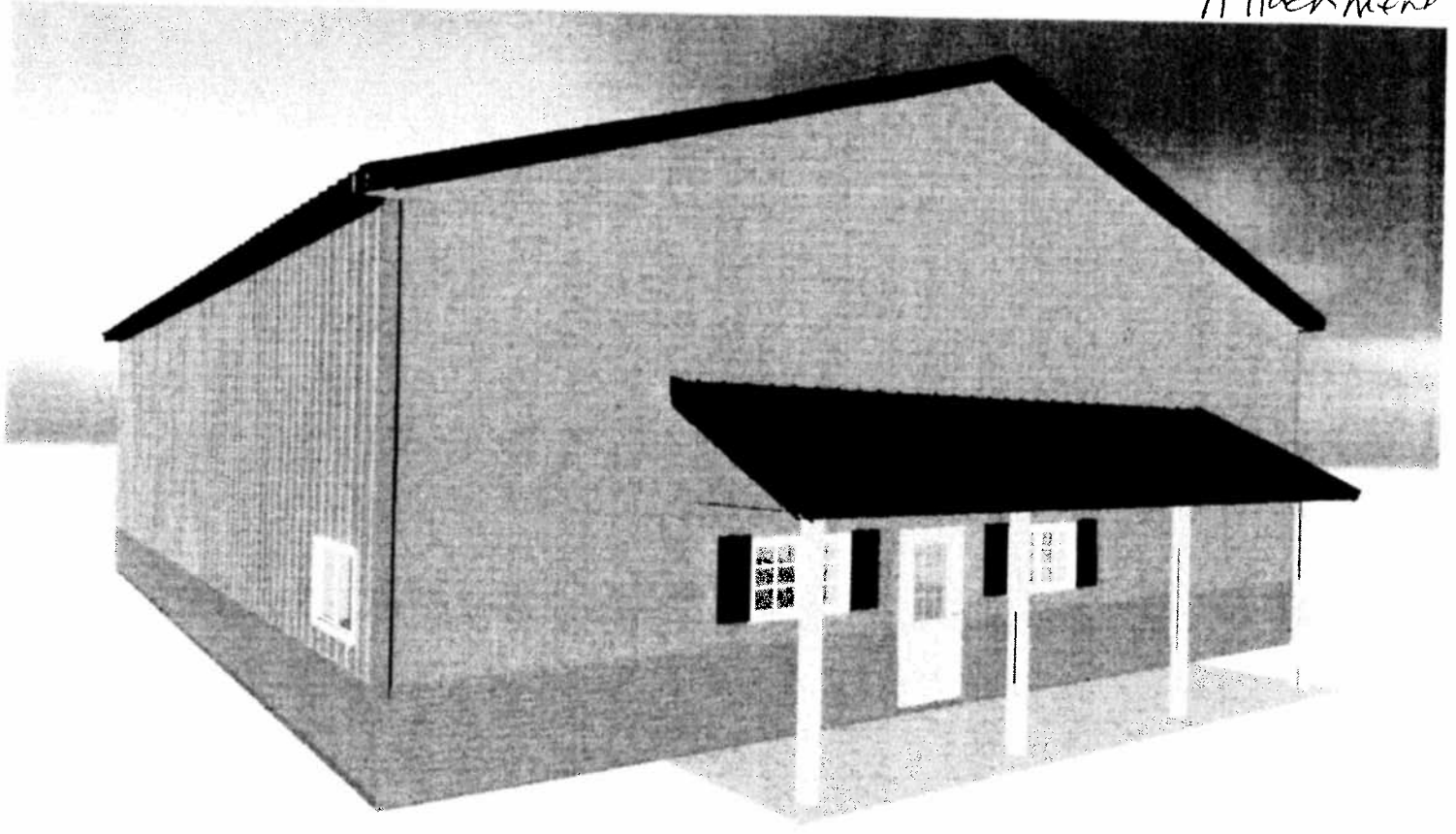
SCALE: 1"=10'

DATE: 10/28/2009

Town of Bluffton
Building & Grounds Facility



Concept Illustration



PROJECT SCOPE AND FEATURES

The project consist of a pre-engineered metal that will meet all local and state codes (IBC 2006; MBMA 2002 Occupancy Category; Roof LiveLoad 20 PSF; Basic Wind Speed of 130 MPH). The building shall be at 2800 – 3000 square feet depending on truss increments. Custom trusses are discouraged. The building shall have a 16' eave height. The interior should generally be configured as shown in attachment 3. All colors will be selected by the Town.

The site shall include required pervious staff and visitor parking per Town code. A fence shall enclose the equipment storage area as generally shown on attachment 2. A covered open air storage should also be included as depicted on attachment 2.

All civil work (clearing, utilities, connections, etc.) will be the responsibility of the contractor. A landscape plan for the entire site will be required for review and approval. Contractor shall be responsible for installing approved plan.

The following features or equivalent (as approved by the Town) should generally be considered in the design:

EXTERIOR:

1. Two (2) 3' x 7' walk-in doors with mortise locks.
2. Roof pitch 4:12.
3. Roof to be 24-gauge, interlocking panels, MSC standing seam roof system.
4. Two (2) 10' x 12' steel framed openings with metal wrap trim.
5. Walls to be 26-guage, architectural panels.

CONCRETE WORK:

1. 6" thick slab.
2. Slab to be designed by a SC engineer.

INSULATION:

1. Roof insulation to be 4" thick vinyl.
2. Wall insulation to be 3" thick vinyl
3. Interior walls to be R-13.

INTERIOR FRAMING:

1. Walls to be 3 and 5/8, 18-guage, steel studs.
2. Second floor above bath, meeting and office area to be designed for storage.
3. Interior doors to be steel frames with steel doors and hardware.

SHEETROCK:

1. Walls and ceiling to be 5/8 thick sheetrock.

PLUMBING:

1. Plumbing for one (1) unisex, handicap bathroom.
2. One (1) shower.
3. One (1) urinal
4. One (1) handicap toilet with toilet partition.
5. One (1) emergency eyewash with shower.
6. Plumbing to be stubbed 5' outside building
7. Three (3) hose bibs.

HVAC:

1. Heat pump system to be designed to service bathroom, meeting room and two offices.

ELECTRIC:

Six (6)	1 x 4 fluorescent fixtures (surface mount)
Four (4)	400w high bay lights
Three (3)	Harrison flood light setups
Three (3)	20-amps, single pole switches
Eight (8)	20-amps, office receptacles
Five (5)	20-amps, warehouse receptacles
Three (3)	220v, 20-amp weatherproof receptacles
Three (3)	120v, 20-amp weatherproof receptacles
Two (2)	120v gas heater circuits
Two (2)	Exit/emergency lights
One (1)	Bathroom fan (Nutone 663)
One (1)	150-amp single phase service (42 circuit panel)
One (1)	emergency light
One (1)	HVAC unit (office)
Two (2)	Remote emergency heads
Two (2)	Phone outlets (box and conduit only)

CAGED STORAGE:

1. To be 8' high chain link fence with one (1) 3' wide lockable door.

OVERHEAD DOORS:

1. Two (2) 10' x 12' steel sectional with chain hoists.
2. To meet local hurricane rating.



BID FORM

Provide a breakdown of proposed costs/allowances per the below.

Design services	\$	_____
Meeting attendance	\$	_____
Permitting	\$	_____
Site preparation	\$	_____
Slab engineering/inspection	\$	_____
Utilities coordination	\$	_____
Construction		
Building shell:	\$	_____
Mechanical:	\$	_____
HVAC type		_____
Electrical	\$	_____
Plumbing:	\$	_____
Bay doors	\$	_____
Interior Walls	\$	_____
Flooring:	\$	_____
Other (specify)	\$	_____
	\$	_____
	\$	_____
	\$	_____
	\$	_____
Fencing/gate	\$	_____
Asphalt paving	\$	_____
Gravel drive aisles	\$	_____
Concrete work	\$	_____
Landscape design	\$	_____
Landscape installation	\$	_____
TOTAL	\$	_____